

# City of Gaithersburg FY '09 School Grants Program

Applications due by  
**Friday, 1/4/08**

## Background

In 1994, the Mayor and City Council established the charter of the Education Committee to assist in meeting the diverse educational needs of students in the City of Gaithersburg through the supplemental City funding of school program initiatives. Education Committee members include education professionals, business community representatives, PTA and cluster volunteers, interested civic minded citizens and City staff. In response to School Grants Program application requests, the Education Committee recommends program funding levels to the Mayor and City Council each fiscal year. **Enclosed are the FY'09 School Grants Program application and instructions to complete the application. You can access them also at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov).**

## General Overview

### 1. Eligibility Requirements

All schools in the clusters of Gaithersburg, Northwest, Quince Orchard, Watkins Mill and Wootton that have a student enrollment population of 10 percent or more City of Gaithersburg residents (**as defined by the attached City Street Listing**) may apply. The Education Committee will not consider applications which seek funds for endowments, fund-raisers, or political advocacy projects.

### 2. Program Goals & Mission

*The primary goal of the School Grants Program is to support the implementation of improved educational processes that have measurable results and support the key strategies listed below:*

Promote school environments that are conducive to learning.

Promote parent and community involvement in the schools.

Promote academic enrichment for students.

### 3. Application Deadline

A completed application and 15 copies for each grant request must be received by 4:00 p.m. **Friday, January 4<sup>th</sup>, 2008.** We encourage the hand delivery of the application packet.

Hand deliver to: Maureen Herndon, Human Services (office is attached to the back right side of the beige Victorian home with the picket fence around it.)  
1 Wells Ave  
Gaithersburg, MD 20877 OR

Mail to: Maureen Herndon, Human Services  
City of Gaithersburg  
31 South Summit Ave.  
Gaithersburg, MD 20877

### 4. Contact Person

If you have any questions concerning the Education Committee, the School Grants Program, or the application, you may contact any of the following three people:

Maureen Herndon – phone: 301 258-6395 ex2 or email: [mherndon@gaithersburgmd.gov](mailto:mherndon@gaithersburgmd.gov)

Crystal Carr – phone: 301 258-6395 ex 1 or email: [ccarr@gaithersburgmd.gov](mailto:ccarr@gaithersburgmd.gov)

Shanthi Srinivasachar – phone: 301-258-6395 ex 3 or email: [ssrinivasachar@gaithersburgmd.gov](mailto:ssrinivasachar@gaithersburgmd.gov)

## **General Overview, cont'd.**

### **5. Application Completion Requirements.**

You must use the attached application form and type on it or access the form on the City website, [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov), under Human Services Division.

Each grant program request must submit a separate application.

All questions must be answered. Write "N/A" when a question is not applicable.

The application must be signed by preparer, Principal and PTA/Booster Club President.

The program budget information must be complete.

Submit the original signed application and 15 stapled copies.

### **6. Emergency Extension Request**

If your school has a unique situation that makes it impossible to submit your application prior to the **Friday, January 4<sup>th</sup>, 2008** deadline, please send a letter to Human Services or call requesting a one week extension. **This letter must be in our office no later than December 1, 2007.**

### **7. Application Review**

Once a completed grant application has been received by the required deadline, the Committee will pre-screen each application for accuracy and completion. The Education Committee will contact the requestor to clarify any questions about the application prior to the Committee's recommendation to Mayor and Council. The Committee will convene during the month of January, 2008 to rank each application using a systematic scoring system. The Committee's recommendations are subject to final approval by the Mayor and City Council. Schools will be notified by mail of the date when the Education Committee will present its grant recommendations to the Mayor and City Council and schools are welcome to attend and participate in the budget review session.

### **8. Scoring Categories**

All completed grant applications will be scored on a ten point scale by the Education Committee in the following categories:

A clear description of the program's mission (2 points)

Measurable program outcomes and outputs (2 points)

Clearly articulated implementation procedures (3 points)

Meets one or more of the School Grant Program's goals (3 points)

### **9. Funding Approval**

Formal funding notification letters will be sent out during the month of July, 2008, along with Letters of Agreement and an Outcomes FY '08 Report Form, if applicable. The school principal will need to return a signed and witnessed copy of the Letter of Agreement, the Outcomes Report ***for each program funded*** from the previous year's funding, and an invoice on the school's letterhead requesting release of the funds approved for each grant awarded for FY '09.

### **10. Grantee Responsibilities**

Grant recipients must acknowledge the support of the City of Gaithersburg in any publicity, printed materials, or announcements concerning the funded program. Recipients will allow the Education Committee to share any program related information with other schools that would be valuable to those schools in an effort to promote "best practices."

# School Grant Program Request FY '09 Application

Program Name \_\_\_\_\_  
School Name \_\_\_\_\_

Due By: January 4, 2008

## General Instructions

Each grant program request must submit a separate application.

**Do not reformat this application.** Make sure you do NOT type in more information than fills the original space. We suggest you print out a blank copy before you fill out online, in order to see the formatting of the original.

You must use this attached application form (can be obtained from website [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov))

Limit your responses to the amount of space provided.

Handwritten responses will not be accepted.

All questions must be answered. Write "N/A" when a question is not applicable.

The application must be signed by the Principal, the PTA/Booster Club President and the individual completing this application.

The program budget information must be complete.

Submit the original signed application and 15 stapled copies by Friday, January 4, 2008 to Maureen Herndon, Human Services, 1 Wells Avenue, Gaithersburg, MD 20877

## Section 1 – Administrative Information

A. Principal's Name:

B. Name of person implementing the grant:

C. Phone number(s) of the person implementing the grant (1) primary phone number:  
(2) alternate phone number:

D. Email address of the person implementing the grant:

E. PTSA President's name:

F. Required Signatures

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Signature of School Principal

Date

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Signature of Person implementing the grant

Date

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Signature of PTSA president

Date

Program Name \_\_\_\_\_  
 School Name \_\_\_\_\_

## School Grant Program Application

### Section 2 – Program Information

#### I. Program Overview and Demographics (Please attach one copy of any supporting materials including program flyer, brochure, materials order form etc. if available)

- A. Program Name/Program Description: (50-word summary)
- B. Amount of funds requested from the City of Gaithersburg: \$
- C. Did this program receive funding from the Education Committee in the past? Yes ☐ No ☐
- D. Number of students expected to participate in this program:
- E. Grade level(s) of students expected to participate in this program:
- ☐ Pre K
  - ☐ Elementary (specify grade (s))
  - ☐ Middle School (specify grade (s))
  - ☐ High School
- F. Program Duration
- How many weeks will the program operate?
  - Program begin date:
  - Program end date:
  - Frequency of program operation (number of sessions per week):
  - Length of each session (in hours):
  - Total number of hours provided during the fiscal year:
- G. Program Type (check all that apply by clicking on box)
- ☐ During School
  - ☐ Before and/or After School
  - ☐ Summer
  - ☐ Other, please specify:
- H. Characteristics of targeted student participation population (check all that apply by clicking on box)
- ☐ Open to all students
  - ☐ GT students
  - ☐ Below academic grade level students
  - ☐ ESOL students
  - ☐ Special Education students
  - ☐ Students with identified socialization needs
  - ☐ Other (please explain)

## **School Grant Program Application (cont.)**

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### **II. Program Mission (2 points)**

A. What is the problem/opportunity this program is designed to address?

B. Why does this problem/opportunity need to be addressed?

C. How will this program support MCPS' goals in closing the achievement gaps among groups?

## School Grant Application (cont.)

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### **III. Program Outcomes (2 points)**

A. What are the measurable outcomes of your proposed program? Be specific. (For example, 50 percent of participating students will improve their reading scores by one grade level.)

B. Describe how each measurable outcome will be tracked and measured. Be specific.  
(For example, we will conduct pre and post tests on each student to track and measure reading score improvement)

### **IV. Program Implementation (3 points)**

How will the City of Gaithersburg/Education Committee funds be used for your program?  
(Please specify monetary amounts on the corresponding line for each of the categories checked)

- ☐ Labor - salaries and wages\_\_\_\_\_
- ☐ Materials and supplies\_\_\_\_\_
- ☐ Transportation\_\_\_\_\_
- ☐ Other: (please specify)\_\_\_\_\_

No food or snacks will be funded. (Information available on other resources for snacks.)

If you do not get full funding requested, how will you proceed with the program?

### **V. Goals of the School Grant Program (3 points)**

Please explain how your program will support one or more of the following goals:

- Promotion of school environments that are conducive to learning.
- Promotion of parent and community involvement in the schools.
- Promotion of academic enrichment for students.